



NOTES

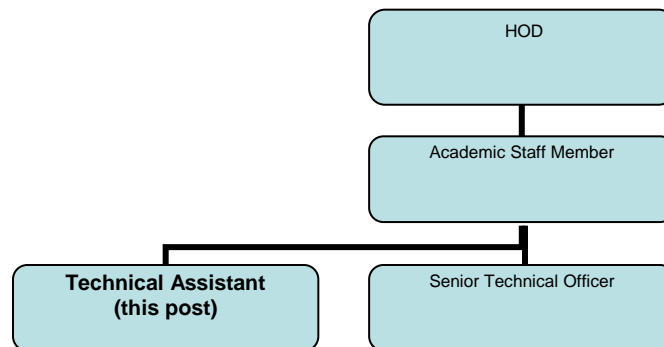
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Technical Assistant
Job title (HR Practitioner to provide)	
Job grade (if known)	PC07
Academic faculty / PASS department	Humanities
Academic department / PASS unit	Michaelis School of Fine Art
Division / section	Sculpture
Date of compilation	5 June 2017

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



PURPOSE

The main purpose of this position is to assist with the technical production of various objects, and the demonstration and assistance of processes and techniques to undergraduate and postgraduate students in the sculpture studios and workshops of the Michaelis School of Fine Art.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Teaching and learning support	15%	Assist academic staff in teaching and learning through demonstration of technical processes and sculpting techniques. Wood workshop <ul style="list-style-type: none"> • Demonstrations of wood working technique Foundry <ul style="list-style-type: none"> • Demonstrate of “gating techniques” for bronze casting and mould making Metal working <ul style="list-style-type: none"> • Demonstrations of various welding and cutting techniques; Ceramic basement <ul style="list-style-type: none"> • Demonstrations of techniques relating to ceramics Other <ul style="list-style-type: none"> • Demonstrations of spray painting techniques 	Transfer of skills
2	Health and Safety Management	5%	Demonstrate health and safety processes related to above technical processes and sculpting techniques through: Wood workshop <ul style="list-style-type: none"> • Safety supervision for usage of machinery; Foundry <ul style="list-style-type: none"> • Safety supervision of bronze furnace. Metal working <ul style="list-style-type: none"> • Safety supervision for usage of machinery; Ceramic basement <ul style="list-style-type: none"> • Safety supervision for usage of kilns; 	Transfer of health and safety skills and creating awareness amongst staff and students of possible dangers relating to processes and use of machinery

3	Technical Support	40%	<p>Assisting students and staff in the technical production of their creative work:</p> <p>Wood workshop</p> <ul style="list-style-type: none"> Assistance for students with cutting & assembling project work; <p>Foundry</p> <ul style="list-style-type: none"> Assistance students with casting, assembly and finishing of project work; <p>Metal working</p> <ul style="list-style-type: none"> Assistance for students with cutting & assembly of project work; <p>Ceramic basement</p> <ul style="list-style-type: none"> Assistance for students with medium and firing including kiln stacking; <p>Technical support to the School in the construction of items for general school usage.</p> <p>Assist students, staff and the school in finding solutions to unusual and complex manufacturing and installation requests.</p>	<p>Enabling students (undergrad + postgrad) to exhibit practical work for examination purposes</p> <p>Technical support provided to the school as appropriate</p>
4	Management and maintenance of the studios and workshop.	30%	<p>Wood workshop</p> <ul style="list-style-type: none"> General oversight of all machinery; Maintenance of tools and lock-up area; Special cleaning and maintenance (machinery). <p>Foundry</p> <ul style="list-style-type: none"> General oversight of foundry, LPG storage, fume cabinet, & courtyard; <p>Metal working</p> <ul style="list-style-type: none"> General oversight of all machinery; Maintenance of tools and lock-up area; <p>Ceramic basement</p> <ul style="list-style-type: none"> General oversight of kilns and the ceramic workshop; Special cleaning and maintenance (kilns). <p>School</p> <ul style="list-style-type: none"> Assistance with the clearing of studios and set up of examination spaces; Assistance with safe storage and maintenance of furniture. <p>Stocktaking and ordering chemicals, materials and consumables.</p>	Effectively run workshop thus enabling the smooth running of academic activities

		10%	<p>Wood workshop</p> <ul style="list-style-type: none"> • Issue & reclaim of power tools; <p>Foundry</p> <ul style="list-style-type: none"> • General oversight of foundry, LPG storage, fume cabinet, & courtyard; <p>Metal working</p> <ul style="list-style-type: none"> • Issue & reclaim of power tools; <p>Other</p> <ul style="list-style-type: none"> • Contacting suppliers to obtain pricing for yearly budget forecast • Ordering of equipment • Researching new equipment 	Enabling the smooth running of academic activities
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MINIMUM REQUIREMENTS

Minimum qualifications	Trade or Technical workshop qualification in metal working, woodworking and/or equivalent industry experience. Experience of clay and glaze firing, and working in a sculpture foundry will be advantageous.
Minimum experience (type and years)	3 years

COMPETENCIES

Competence	Level	Competence	Level
Analytical thinking / Problem solving i.e. finding solutions to unusual and complex manufacturing and installation requests.	2	Planning and organizing / work management	1
Client/student service and support	2	Initiating action / initiative	2
Communication: Effective Communicating with students	1	Adaptability/ flexibility	1
Teamwork / collaboration: working with the Senior Technical officer	1	Continuous learning	1
Professional knowledge and skill	2		

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD				